

## COMMISSIONERS' PROCEEDINGS

Adams County Courthouse  
Ritzville, Washington  
Regular Meeting

June 21, 2021

(Monday)

*The meeting was held virtually via GoToMeeting.*

### **Call to Order @ 8:30 a.m.**

#### **Present:**

Chairman Dan C. Blankenship  
Vice-Chairman Terrance J. Thompson  
Commissioner Jay R. Weise

#### **Executive Session**

At 8:46 a.m. the Board recessed into Executive Session for seventy-five (75) minutes under RCW 42.30.110(1)(h) – “To evaluate the qualifications of a candidate for appointment to elective office. Additionally present was Prosecutor Flyckt.

At 10:00 a.m. the Board reconvened from Executive Session. No action taken.

#### **Public Works**

Public Works Director O'Brien provided weekly updates noting the following:

- Road maintenance – seal coating is on-going as weather permits.
- Fairgrounds – the pig barn was repaired last week.
- Maintenance and Operations – the island project in the Public Services building is complete; the department is waiting on a quote for additional duress buttons; drawings and layouts are being prepared for the juvenile department security screens; and the impound yard in Othello has been sprayed.
- Solid Waste – three loads of cardboard were removed last week; the department will be contracting with farm labor for litter cleanup at the transfer station; and metal prices are being obtained.
- Rental rates were discussed and are being finalized with a goal to adopt the same on Monday, June 28, 2021, with an effective date of July 1, 2021.

## **Engineering**

Engineer Yaeger provided updates on the following:

- Lind-Hatton #5 Road project – the contractor is scheduled to have completed their work by Wednesday of this week.
- Booker Road/SR26 Intersection Safety project – the road is expected to be open by June 24, 2021.
- Booker Road Overlay project – the department is anticipating construction during August and September.

## **Booker Road Overlay #1 Project (CRP-194)**

Commissioner Weise moved, Thompson seconded, to *approve Resolution No. R-030-2021 In the Matter of Notice to Contractors for the Booker Road Overlay #1 Project (CRP-194). Motion carried.*

Bid opening is set for Monday, July 19, 2021 at 10:00 a.m., in Room 202 of the Adams County Courthouse, Ritzville.

## **Public Services Building Roof Repair**

Commissioner Thompson moved, Weise seconded, to *authorize the Chairman to sign Pay Estimate #1 to Garland/DBS, Inc., Cleveland, Ohio, in the amount of \$60,250.22, for work completed through June 9, 2021 on the Public Services Building Roof Repair project.*

## **Paid Sick Leave**

Human Resource Manager Perez continued the discussion of paid sick leave to include county paid sick leave carry over and accrual caps; reinstatement of accrued and unused Washington Paid Sick Leave (WPSL) to eligible employees; and utilizing sick leave for bereavement leave. Perez will draft a policy for review with an effective date of January 1, 2022.

Additionally present were Payroll Deputy Bowman; Public Works Director O'Brien; Civil Deputy Prosecutor Barden; and, Prosecutor Flyckt.

**Recess @ 11:58 a.m.**

**Reconvene @ 1:00 p.m.**

## **Adams County Development Council**

The Adams County Development Council (ACDC) Executive Board met to further discuss the Public Sector Service Contract between ACDC and Adams County. ACDC Board members present were Dave Bauman, Brittany Hannas, Paula Bell, Ken Caylor and ACDC Manager Janis Rountree.

The ACDC Board received the county's offer to provide \$150,000 in compensation for services and noted that, as is in the original draft of the contract, they are asking \$250,000 for services.

Discussion ensued with the Board noting additional county contributions to ACDC and, at this time, is only willing to contribute \$150,000.

The ACDC Board agreed to annual compensation in the amount of \$150,000 from Adams County with the contract pro-rating the amount to \$75,000 for the remainder of 2021.

Prosecutor Flyckt will modify the contract to reflect the above provisions with an effective date of July 1, 2021.

#### **Permit Technician Position**

Commissioner Weise moved, Thompson seconded, to *approve Resolution No. R-031-2021 In the Matter of Adopting the Updated Job Description for Position Number 305 – Permit Technician*. **Motion carried.**

#### **Amendment to Memorandum of Understanding Concerning Housing for Persons in Need of Quarantine/Isolation During the Covid-19 Crisis in Adams County**

Commissioner Blankenship moved, Weise seconded, to *approve Amendment to Memorandum of Understanding Between Adams County Board of Commissioners, Acting in the Capacity of Adams County Board of Health, and the Empire Motel, Ritzville, Washington, Concerning Housing for Persons Who Are in Need of Quarantine/Isolation During the Covid-19 Crisis in Adams County*. **Motion carried.**

#### **Amendment to Memorandum of Understanding Concerning Housing for Persons in Need of Quarantine/Isolation During the Covid-19 Crisis in Adams County**

Commissioner Blankenship moved, Weise seconded, to *approve Amendment to Memorandum of Understanding Between Adams County Board of Commissioners, Acting in the Capacity of Adams County Board of Health, and the Ritztophat, LLC, dba the Top Hat Motel, Ritzville, Washington, Concerning Housing for Persons Who Are in Need of Quarantine/Isolation During the Covid-19 Crisis in Adams County*. **Motion carried.**

**Consent Agenda**

Commissioner Thompson moved, Weise seconded, to *approve the Consent Agenda*. **Motion carried.**

Preliminary minutes of June 14 and 16, 2021

Vouchers audited and certified by the Adams County Auditor as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090 and recorded on a listing, which was made available to the Board. These vouchers were listed as follows:

<u>Fund</u>	<u>Control Number</u>	<u>Amount</u>
001	1755 - 1769	\$ 66,411.70
104	1770 – 1781	\$ 9,821.70
106	1782 – 1783	\$ 2,021.78
114	1784	\$ 210.00
123	1785 – 1789	\$ 14,623.68
502	1790 – 1794	\$ 16,022.10
108	913	\$ 112.00
115	914 – 922	\$409,160.60
321	923	\$ 29.17
401	924 – 928	\$ 25,492.69
501	929 – 933	\$ 3,850.31
590	934 – 954	\$106,796.55
	TOTAL	\$654,552.28

**Permanent Minutes Signed**

June 7 and 9, 2021

**Correspondence Received**

Michael Stroud, Town of Washtucna Councilmember re: on-going public safety issue in Washtucna

**Adjournment @ 3:04 p.m.**

Submitted:  
s/Patricia J. Phillips, CMC  
Clerk of the Board

Edited and Approved:

BOARD OF COUNTY COMMISSIONERS  
ADAMS COUNTY, WASHINGTON  
s/Dan C. Blankenship, Chairman  
s/Terrance J. Thompson, Vice-Chairman  
s/Jay R. Weise, Commissioner

**RESOLUTION NO. R-030-2021**

**NOTICE TO CONTRACTORS**  
**County of Adams**  
**Department of Public Works**  
**Ritzville, Washington**

**Sealed bids will be received** by Adams County at the office of the Board of County Commissioners located in the courthouse at 210 W. Broadway, Ritzville, Washington 99169, **until 10:00 a.m., Monday, July 19, 2021** and will be opened and publicly read on **July 19, 2021** at 10:00 a.m. for the following construction improvements:

**Booker Overlay #1 Project (CRP-194), M.P 4.54 to M.P 6.50 by rehabilitation of the roadway by pavement repair, asphalt surface overlay and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications.**

All bid proposals shall be accompanied by a bid proposal deposit in cash, certified check, cashier's check or surety bond in amount equal to five percent (5%) of the amount of such bid proposal. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated in the specifications, the bid proposal deposit shall be forfeited to the County of Adams. All checks and bonds shall be made payable to the Adams County Treasurer.

The Board of Adams County Commissioners reserves the right to reject any or all bids, to waive informalities or irregularities in the bids or in the bidding, if the best interest of Adams County will be served, or to accept the bid, which in their opinion best serves the interest of Adams County.

Maps, plans, specifications, and proposals may be obtained from the office of the Department of Public Works, 210 W. Alder, Ritzville, Washington, 99169; phone (509) 659-3276.

Informational copies of maps, plans and specifications are on file for inspection in the office of the Adams County Engineer in Ritzville, Washington, and the chapter office of the Associated General Contractors of America in Spokane, Washington.

Adams County, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered

into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

**DATED** this 21st of June, 2021.

BOARD OF COUNTY COMMISSIONERS  
ADAMS COUNTY, WASHINGTON  
s/Dan C. Blankenship, Chairman  
s/Terrance J. Thompson, Vice-Chairman  
s/Jay R. Weise, Commissioner

ATTEST:  
s/Patricia J. Phillips, CMC  
Clerk of the Board

**RESOLUTION NO. R-031-2021**

**ORDER OF BOARD OF COUNTY COMMISSIONERS  
ADAMS COUNTY, WASHINGTON**

**IN THE MATTER OF ADOPTING THE UPDATED JOB DESCRIPTION FOR POSITION  
NUMBER 305 – PERMIT TECHNICIAN**

**WHEREAS**, the job description for Position No. 305 – Permit Technician was recently updated to reflect changes to minimum qualifications, duties, and responsibilities of the position; and

**WHEREAS**, incumbents in this position should be certified as a Permit Technician in order to be most successful in the position; and

**WHEREAS**, the County will allow new hires to attain this certification within one (1) year of their date of hire instead of requiring it as a minimum qualification of the position.

**THEREFORE BE IT HEREBY RESOLVED** that the job description for Position No. 305 – Permit Technician is hereby modified to reflect this change in minimum qualifications as set forth in the attached document; and

**BE IT FURTHER RESOLVED** that Position No. 305 – Permit Technician will remain designated on Range F of the Courthouse Bargaining Unit Salary Structure.

**DATED** this 21<sup>st</sup> day of June, 2021.

BOARD OF COUNTY COMMISSIONERS  
ADAMS COUNTY, WASHINGTON  
s/Dan C. Blankenship, Chairman  
s/Terrance J. Thompson, Vice Chairman  
s/Jay R. Weise, Commissioner

ATTEST:  
s/Patricia J. Phillips, CMC  
Clerk of the Board